

**Sample Letter For Contacting Healthcare Providers For Hepatitis C
Case Investigation (Print on Local Board of Health Letterhead)**

[Date]

[Name of Healthcare Provider]

[Address]

Dear [title and name of provider]:

I am writing to you in regards to your patient, [name of patient]. The [name of town/city] Board of Health recently received notice that this patient may have been diagnosed with hepatitis C. As you are aware, hepatitis C is a reportable illness in Massachusetts, and the state requires the confirmation of each case of hepatitis C. The board of health contacts the patient to gain more information and provide education, referral and support. In order to do this, I would like to speak to you regarding the laboratory results and risk history of this patient. I have left several phone messages for you, and have not been able to speak to you directly.

Massachusetts General Law (MGL) Chapter 111, Sections 6, 7, 111 and 112 give the Massachusetts Department of Public Health (MDPH) authority to define what diseases shall be regarded as dangerous to the public health and to require the reporting of such diseases. Under this authority the MDPH has established regulations making certain diseases reportable to local boards of health (*105 CMR 300.000: Isolation and Quarantine Regulations*). These regulations outline reporting requirements and control measures that apply to both confirmed cases of such diseases and contacts of confirmed cases. The local board of health is required to collect information for the MDPH and implement control measures.

Please contact me at your earliest convenience so that we may obtain the information required for this report. If it is more convenient for you to fill out the report form on your own and send it to me, please feel free to do so. I have enclosed a copy of the form with this letter. I would also like to remind you that since hepatitis C investigations include contacting the case directly, it is strongly recommended that you contact the case to discuss this diagnosis and inform them of the Board of Health investigation. I will be attempting to reach [name of patient] on [date 3 weeks from date on letter]. Please make an effort to provide the diagnosis to the case prior to that time. If you would like more time for contacting the patient, please contact me and I will be happy to set an alternate time. All of the information that we obtain from either you or your patient is **STRICTLY CONFIDENTIAL**.

I can be contacted at [your number(s) here], on [include any relevant schedule information]. I look forward to discussing this matter with you and will be happy to answer any questions that you may have regarding this investigation at that time.

Sincerely,

[Your name and signature]